



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
342<sup>nd</sup> MILITARY POLICE BATTALION  
261 EAST 19<sup>TH</sup> STREET, BLDG. 1000  
FORT LEONARD WOOD, MISSOURI 65473-5600**

ATZT-DEL

JUL 19 2005

MEMORANDUM FOR The 342<sup>nd</sup> Military Police Battalion

SUBJECT: 342<sup>nd</sup> Military Police Battalion Command Policy #13 (Leave and Pass Policy)

1. Reference AR 600-8-10 Leaves and Passes.
2. Leaves and passes are encouraged to the maximum extent possible. However, when approving leave and pass requests, company commanders must balance mission and personnel requirements to ensure enough personnel are available to accomplish the daily mission of this battalion. This is particularly true for terminal and PCS leave.
3. Soldiers are authorized to telephonically sign out/in on leave by calling the Battalion S-1 at 6-6149. Soldiers must be physically present in their home/work area to telephonically sign in/out. This procedure applies only to normal leave and does not apply to PCS or terminal leave. Soldiers with PCS or ETS leave must be physically signed out at the S-1 regardless of rank.
4. Soldiers are responsible for notifying the S-1 section of any changes to their original leave request, to include cancellations. Soldiers who do not notify the S-1 section of a cancellation, or who do not sign out on leave either physically or telephonically, will automatically be charged leave as documented on their original DA Form 31.
5. The HQs Company Commander will inform the appropriate directorate if a Soldier goes on emergency leave.
6. Regular pass periods are defined as a short non-chargeable, authorized absence from post or place of duty which does not exceed 72 hours in length, except for public holiday weekends and public holiday periods specifically extended by the President. If a leave or pass is granted (regardless of length); there must be at least one duty day between the pass and the leave or other pass. These periods may not be combined to provide a combination of an extended period of absence from duty.
7. Special pass periods are defined as a short non-chargeable absence from post or place of duty that may not exceed a maximum of 96 hours. A special pass will begin and end on post, at the Soldier's place of duty, or the location where the Soldier regularly commutes to work.
8. If traveling outside a 150-mile radius from post or place of duty, Soldiers are required to have in their possession a pass/leave request approved by their chain of command.

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9. In accordance with this policy, commanders and supervisors must ensure that they are aware of a Soldier's specific travel plans, and ensure that appropriate safety measures are taken (i.e. POV inspections, overseas briefings, etc).

A handwritten signature in black ink, appearing to read "Michael D. Blackwell". The signature is fluid and cursive, with a large, stylized "M" and "B".

MICHAEL D. BLACKWELL

LTC, MP

Commanding